

# Instructions for Online Record Search

## Step 1

Go to our search tool directly at <http://register.hamiltontn.gov/OnlineRecordSearch/Beta/Search.aspx>

Or find a link on our main page at <http://register.hamiltontn.gov/>

## Step 2

Enter the USERNAME and PASSWORD provided to you by our office into the login page (as seen below).



The screenshot shows the Hamilton County Tennessee Register of Deeds website. The header features the county seal and the text "HAMILTON COUNTY TENNESSEE REGISTER OF DEEDS". A sidebar on the left contains "Commands" (Return to Home, Apply for Access) and "Important Links" (Register Main, Recording Fees, Fee Calculator, Frequently Asked Questions, Hamilton Co. TN Assessor, Hamilton Co. TN Trustee, Chattanooga Property Taxes, Document Requirement Guide, Register Definitions Documents & Fee Information, TN Recordation Tax Help, Public Records Policy, Public Records Request Form). The main content area includes a portrait of Marc Gravitt, Register of Deeds, and three buttons: "Apply for Access", "Search Property", and "Access Maps". Below these is the "Online Record Search" section with input fields for "Username" and "Password", and a "Login" button. The footer contains copyright information: "© 2020, Hamilton Co. TN Register of Deeds".

If you do not have a USERNAME and PASSWORD, or if you have not applied for an account, please contact our office at (423) 209-6560 for help.

You may be able to find the information you need using the ASSESSOR OF PROPERTY's site or Hamilton County's GIS/Mapping site. You can find links to those resources on this page.

## Step 3

Select a search type: party, book & page, document, property, party/property, index, or quick. If you have a book and page reference from another source (such as sales information from the ASSESSOR OF PROPERTY), it is best to use a book & page search.

## Step 4a: Book & Page

The book & page selection is shown below. GI is short for GENERAL INDEX where most records are kept. For PLATS, it is best to select P% to search all PLAT INDEXES unless you know the specific index for your document.

### Book & Page Search

**NOTICE:** Book 1527 is the oldest book fully available online. Older books may appear in your search, but their images may not yet be available. Scanning of earlier books is in progress.

Book/Page:

## Step 4b: Party

The party selection is shown below. Notice that a date range is needed, but the system will default to 7/1/1969 to present. Also note that a document group or type may be selected to narrow your results.

### Party Search

**Party Info**

Last Name:

First Name:

Middle Name:

Search Exact Last Name:

Party Type:

**Search Dates**

From File Date:   Back (Thru Date)  Forward (From Date)

Thru File Date:   7  30  60  90  1 Year

**Document Info**

Instrument No:

Document Group:

Document Type:

Type Of:

## Step 5

When the results for your search appear, click the book & page numbers to view the document. Under OPTIONS on the left-hand side of the page, you can choose to open documents as either PDFs or TIFFs as you prefer.

Search Results 312 Results							
1. DEED OF TRUST							
Book/Page	Doc Type	File Date	Exec Date	Mtg Amount			
<a href="#">GI 5020 1</a>	DEED OF TRUST 4 Pages	2/2/1998 11:48 AM		45000.00			
Instrument No				Verified	Released	Assigned	Changed
1998020200216				Yes	No	No	No
Party: 1 MASHBURN, JOHN S							
Party: 1 MASHBURN, BOBBI L							
Party: 2 EATON, HAROLD E JR							
Party: 2 EATON, BONNIE F							
Lot	Block	Unit	Subdivision				
18	105		EAST END LAND COMPANYS ADDITION				
Address			City	Map Parcel	Description		
3605 3RD AVE			CHATTANOOGA				
2. DISCHARGE							
Book/Page	Doc Type	File Date	Exec Date				
<a href="#">GI 5020 5</a>	DISCHARGE 1 Pages	2/2/1998 11:55 AM					

## Step 6

When you click the link, if you are viewing documents as PDFs, the document will open in a new tab of your browser. Each browser uses different controls for viewing PDFs, but you should be able to save or print the document from here.

If you are viewing documents as TIFFs, you will need to use INTERNET EXPLORER. Explorer will open the document in a new program called WINDOWS PHOTO VIEWER by default. You should be able to save or print the document from here. If you want to open TIFFs using a different browser, you will need to install a plugin (that we cannot recommend) that will allow the browser to handle those links.

## Help

If you are having problems using our site, please call our main line at (423) 209-6560 or Bobby Deberry at (423) 209-6587.

## Notes

It is best to narrow your search as much as possible to get the fastest results. Add non-default date ranges and select document groups & types whenever possible.

Quick Search is a good starting point for any chain of title search. Our system will gather sales information from the ASSESSOR OF PROPERTY's system and use that to begin a chain. You can add or remove links to the chain as needed, or even start from an empty chain with your own sales information. Please consult the Quick Search page and its disclaimer for more information.

If any reference asks you to SEE MICROFILM, the referred document does not exist in our electronic system. You may need to have the document copied from our microfilm records.